

COMPLETION INSTRUCTIONS

Your case will be assigned to a detective for follow-up investigation based upon specific facts obtained during the initial investigation. Studies have shown that the presence of these facts can predict whether a detailed follow-up investigation would likely result in the arrest and prosecution of the suspect(s) or the recovery of property, in a manner that is cost effective to you, the taxpayer. It is impossible for detectives to personally discuss each and every case with all crime victims. A detective will not routinely contact you unless the detective requires additional information.

TO REPORT ADDITIONAL INFORMATION

If you have additional specific facts to provide which might assist in the investigation of your case, please contact the detective unit indicated on the front of this report, Monday through Friday between 8:00 a. m. and 4:00 p.m. If a detective is not available when you call, please leave a message and include the telephone number where you can be reached.

INSTRUCTIONS FOR COMPLETING THE FORM

1. Print legibly using a No. 2 pencil or black ink or type. Stay within the columns. If a column does not apply leave it blank.
2. Item description:
 - a. Quantity - Enter the number of identical articles.
 - b. Article - List each article separately, unless identical, for example: TV, watch, etc. List only stolen property.
 - c. Indicate by placing a check mark in column if the article was listed by the officer on the initial report.
 - d. Brand - d - Make of the article, for example: RCA, Timex, GE, etc.
 - e. Serial number - This is the most important information for purposes of identification and recovery.
 - f. Model number - See literature provided by manufacturer or dealer for this information. DO NOT CONFUSE THIS WITH A SERIAL NUMBER.
 - g. Miscellaneous description - Describe thoroughly, including all identifiable marks, such as owner applied number, burns or inscriptions. State type of material and condition, such as new and oak. If more space is needed, use next line.
 - h. Current value - Use fair market value. Do not list original value on a used item. Antiques should be listed at their appraisal, but coins at face value only. Foreign coins have no value for the purpose of this report. Value listed on this report does not necessarily represent the insured or replacement value.
3. Date and sign your name in the space provided on the front of this report. If you are not the complainant, give your relationship to the complaint, for example: neighbor, friend , parent. etc.

SUBMITTING THE REPORT:

Mail or bring the completed report to the detective unit listed on the front. Property (Theft and Burglary) detectives are located at the Substations.

Substations

Central

515 South Frio Street
San Antonio, Texas 78207
207-7410
Property Crime 207-7990
FAX 207-4266

East

3635 East Houston
San Antonio, Texas 78319
207-7781
Property Crime 207-8854
FAX 207-3383

North

13030 E. Jones Maltsberger
San Antonio, Texas 78247
207-8126
Property Crime 207-7601
FAX 207-8127

Main Police Station

214 West Nueva St.
San Antonio, Texas 78207
207-7273
Auto Theft 207-7345
Robbery 207-7627

Northwest (Prue)

5020 Prue Road
San Antonio, Texas 78240
207-7425
Property Crime 207-8326
FAX 207-2077

South

711 West Mayfield
San Antonio, Texas 78211
207-8191
Property Crime 207-7184
FAX 207-8192

West

7000 Culebra Road
San Antonio, Texas 78238
207-7420
Property Crime 207-8299
FAX 207-7422